

RENEWAL CHECKLIST – SB Certification

To ensure that your certification renewal is processed timely and to **avoid a lapse in your certification**, please follow these instructions.

1. **Submit your renewal as soon as possible.** Even though you've been certified before, every renewal application is thoroughly reviewed to verify that the renewing firm continues to meet all eligibility requirements. Renewal applications that are received by the OSDS during the last week of the month that your certification expires may not be renewed on time.
2. Read and follow the instructions in the enclosed letter of how the renewal process works.
3. **Along with your completed renewal application and the required support documents in Section F or G of the renewal form, you must also submit:**
 - a. A complete and signed **Affiliate Information form**. Even if you do not have affiliates, you must answer the eight questions and complete the remainder of the form.
 - b. A copy of your business license.
 - c. A written response to the **Commercially Useful Function (CUF)** supplemental questions, a new certification requirement. This applies to **all** renewing firms. To view the specific compliance requirements and sanctions for non-compliance, please go to OSDS' website at www.pd.dgs.ca.gov/smbus and see the '[Commercially Useful Function requirements for Small Business, Microbusiness and DVBES](#) (1/18/05)" link in the far right column under "Important Notices."
4. Return the **entire completed and signed Renewal Application, required tax returns and support documents, Affiliate Information form, and answers to the supplemental CUF questions**, to:

Department of General Services
Office of Small Business and DVBE Services (OSDS)
707 3rd Street, 1st Floor, Room 400
West Sacramento, CA 95605

We must receive the **original signed** Renewal Application. You may not fax it to us.

5. We make every effort to renew certifications prior to their expiration. However, if you are in a bidding situation that requires certification to be completed by a specific date, please include a written request and documentation from an upcoming solicitation documenting the "bid due date."